

Student Handbook



La Salle University

September 1984



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September, 1984

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I. UNIVERSITY GOVERNANCE

La Salle University has more than 7,000 students in day and evening classes, some 300 faculty members and 40 administrators, and alumni numbering over 24,000. A community this large needs a certain number of administrative arrangements and operational procedures to make it work. Students should understand these processes, etc. to benefit from their experiences and also to assume their significant role in the governance of the University.

Student Participation in Institutional Governance

An organizational structure has been developed which recognizes that the three primary constituencies of the University—students, faculty, and administration—have major roles to play in governing the University, and that a formal communication system is essential for effective operation.

The University has established a system of decision making by which final decisions are made at the lowest level of administration consistent with the concept of interested representation and collegiality. It is through this system that students play a role in governing the University.

The President

The Board of Trustees has final legal authority for all University business. However, it is the President who, as Executive Officer of the Board, carries final authority for day-to-day operational policies and decisions. The President is the chief officer of the entire institution, the official representative of the University to its various publics, and the administrator who has overall responsibility for planning, supervising, managing, and evaluating the work of the University.

University Council

In formulating University policy and in making major operational decisions such as on budget matters, the President enjoys the collaborative assistance of University Council, a body composed of three student representatives appointed by the Students' Government Association, three faculty members, appointed by the Faculty Senate,

three Academic Deans, the Provost, and the Vice-Presidents. The guiding concept behind this collaborative arrangement at La Salle is referred to as "President-in-Council." The President has final authority for approving new policies and for changing old policies; however, such actions can be taken only after review with Council.

Provost and Vice-Presidents

The University is organized into four areas, headed by the Provost and three Vice-Presidents. These officers report directly to the President. The responsibility of each area is evident in its name: Academic Affairs, Business Affairs, Public Affairs, and Student Affairs.

The Provost has primary responsibility for curriculum and instructions. The Provost is assisted principally by the Deans of the School of Arts and Sciences and the School of Business Administration, and the Dean of the Evening Division and Summer Sessions. Assisting the Deans are the Academic Department Chairpersons, Registrar and the Directors of Admissions, Library, and Roster Offices.

The Vice-President for Business Affairs is responsible for administering fiscal programs and the physical plant. The Vice-President is assisted by a Comptroller, Director of Physical Facilities, a Superintendent of Building and Grounds, and the Directors of Security, Personnel Services, Food Services, and Communications.

The Vice-President for Public Affairs is charged with the task of communicating the policies and goals of the College to its many publics. The area includes the Development Office, the News Bureau, the Alumni Office, and the Office of Career Planning and Placement.

The Vice-President for Student Affairs is responsible for administering student life programs outside the classroom, student services, and student discipline. Under the Vice President's direction, religious, psychological, social, cultural, and recreational programs are conducted; services are provided in the areas of resident life, counseling, health and financial aid; and, a judicial system for adjudicating violations of University regulations is administered. The Vice-President is assisted by the Assistant to the Vice President for Student Affairs and the Directors of Recreation/Athletics, Campus Ministry, Counseling Center, Financial Aid, Health Services, Resident Life, and Student Life.

Committees

Committees have been established in each administrative area in order to assure the participation of all constituencies; accordingly, provision is made on all standing committees of the University to reflect the views of students, faculty, and administration. Except for those committees whose chairpersons are designated ex-officio, committees select a chairperson from among faculty and administration members at the beginning of each academic year.

The Students' Government Association appoints the students who sit on all standing University committees (with the exception of the Residence Hall Advisory Board).

Following is a partial list of major standing committees that are of primary concern to students:

Academic Department Boards: Students are offered the opportunity to participate in decisions regarding academic life through membership in academic department boards. Although each academic department may organize in its own manner, typically these boards consider such things as curriculum revision, teacher evaluation, tenure and advancement in rank, and general academic concerns.

Activities Funding Board: The Activities Funding Board has been established to assist the Director of Student Life in administering student organization accounts.

The duties of the Board include: reviewing budgets of all student organizations requesting or receiving institutional funding; hearing the funding requests of new student organizations; annually recommending and submitting budget appropriations for regularly funded organizations; hearing requests of student organizations desiring funds which exceed their annual budget allotment and providing financial assistance for new programs; arbitrating disputes related to student organization accounts; and, recommending to appropriate University authorities modifications or additions to the way in which funds are secured for student organizations. (*Approved by Student Affairs Committee, April 27, 1971.*)

The membership includes three faculty members appointed by the Faculty Senate, three student affairs administrators, six students appointed by the Students' Government Association, and the Assistant Director of Student Life - Activities (ex officio and chairperson).

Athletics Committee: The Athletics Committee is an advisory body to the Vice-President for Student Affairs on athletic policy for male and female intercollegiate and collegiate (intramural and club) sports. Its purposes are to review and advise on policies guiding University athletic programs for men and women, and to ensure that the implementation of athletic policy adheres to University policy and to the regulations of the conferences to which the University belongs.

The Committee is responsible for recommending the appointment and termination of the Athletic Director, Assistant Directors, and head coaches. In the conduct of its work, the Committee receives regular reports of intercollegiate and collegiate athletic activities from the Athletic Director.

The Committee is composed of one student affairs administrator, six faculty members, two students, two alumni, and the Sports Information Director (ex officio).

Campus Ministry Advisory Council: The Campus Ministry Advisory Council is a representative body assisting the Director of Campus

Ministry. The purpose of the Council is to share with the Campus Ministry staff the attitudes and ideas of the groups the members represent concerning the policies and programs and the general operation of the Campus Ministry Office. The Council is comprised of two representatives from each of the major sectors of the campus ministry which include the Brothers' Community, the Faculty Senate, the Students' Government Association, and, the Residence Council.

Food Service Committee: The Food Service Committee is advisory to the Director of Food Services for the purpose of maintaining a formal communication link between the food service administration and the various constituencies which it serves. It shall provide the Director of Food Services with a forum to receive advisory information to aid in formulating departmental policy and operating procedures.

The Committee shall be comprised of the Director of Food Services, who will serve as chairperson; the Assistant Director of Food Services or one of the Food Services managers, appointed by the Director of Food Services; a Resident Life staff member, appointed by the Director of Resident Life; one faculty representative, appointed by the Faculty Senate; one Day School student (preferably a commuter), appointed by the Students' Government Association; one Evening Division student appointed by the Evening Division Student Congress; and two students appointed by the Residence Council. Should Evening Division Student Congress fail to appoint a representative, the position will revert to the Students' Government Association for appointment.

Residence Hall Advisory Board: The Residence Hall Advisory Board advises the Director of Resident Life on matters related to residence hall living. The Residence Hall Advisory Board is the appropriate group for student, faculty, and staff involvement in decisions about the nature and quality of resident life. The Board meets regularly to discuss issues and topics of concern and interest. Meetings are open to members of the University community and minutes are posted in the residence complexes.

The Residence Hall Advisory Board is comprised of two residence hall students staff members (one first year member and one second year member-elected from within the staff group); three students at large (appointed by Residence Council); the President of Residence Council; one Resident Director (selected by the staff); two Resident Life professional staff members; one faculty member; two student affairs administrators; and, the Director of Resident Life (ex officio and Chairperson).

Security Advisory Committee: The Security Advisory Committee advises the Director of Security and the Vice President for Business Affairs on matters related to security and provides an avenue of communication for concerns and suggestions from all areas of the University.

The committee shall be comprised of the Director of Security, who

will serve as chairperson; one faculty representative appointed by the Faculty Senate; three students (one each appointed by the Residence Council, Students' Government Association and the Evening Division Student Congress respectively); and one administrator from each area of the University, appointed by the area Vice Presidents and the Provost.

Student Affairs Committee: The Student Affairs Committee is an advisory board to the Vice President for Student Affairs and is primarily concerned with assisting in the formulation and review of major policies governing student life outside the classroom. The Committee meets regularly to acquaint the Vice President for Student Affairs with its views on matters within the Student Affairs area which require attention and/or to consider questions on which the Vice President for Student Affairs seeks its advice or aid in the discharge of his decision-making responsibilities. In addition to policy review and formulation, the Committee has authority to review and make recommendations concerning all Student Affairs services, activities, and regulations. Any policy relating to issues under the charge of the Student Affairs Committee, whether a new policy, a revision of previous policy, or an addition of a heretofore unpublished policy, must be submitted to the Student Affairs Committee for consultation and a vote prior to its inclusion in the **Student Handbook**. The proposed policy change/addition should be presented in the form that is to appear in the published handbook or appropriate insertions. The Student Affairs Committee may suggest actions to University Council on student life matters.

The Committee is comprised of three student affairs administrators, three faculty members, six students, and a Vice President for Student Affairs (ex officio and chairperson).

Student Development Committee: The Committee on Student Development is an advisory body to the Provost and the Vice President for Student Affairs. The purpose of the committee is to examine means beyond the classroom for achieving University objectives in the area of student development and to advise on appropriate programs.

The Committee is comprised of three student affairs administrators, five faculty members, and five students.

Student Press Committee: The Student Press Committee has been established to create and maintain an environment in which high quality student publications might most effectively benefit the entire University community. The Committee formulates general policies for the student newspapers and advises the Vice President for Student Affairs on matters in that domain.

The Student Press Committee will be composed of the following ten voting members: Day *Collegian* Editor, (ex-officio), *Evening Collegian* Editor, (ex-officio), WEXP Station Manager, (ex-officio), two at-large student members, neither of whom should be a member of any publication/

station whose editors/manager sit (ex-officio) on this committee,* three faculty members to be appointed by the Faculty Senate, one administrator to be appointed by the Vice President of Student Affairs and the *Collegian* Advisor.

**(One student is to be appointed by the Students' Government Association and one student is to be selected by the Evening Student Congress. If there is no Evening Student Publication or if the Evening Student Congress does not nominate a student to the Students' Government Association, the seat reverts to the Day School for the academic year.)*

II. STUDENT ORGANIZATION POLICIES

Registration of Student Organizations

Student groups wishing to utilize University facilities for meetings and programs must register their organization with the Director of Student Life.

To register an organization, a group must submit a statement of purpose to the Director of Student Life who explains the procedures, reviews the statement, and determines whether it is consistent with the University's goals and policies.

If the statement is found to be consistent with University goals and policies:

1. The organization will be so notified in writing by the Director of Student Life.
2. The organization will submit a listing of officers to the Director of Student Life.
3. The organization may submit the name of a faculty or administrative advisor to the Director of Student Life if deemed necessary.
4. A yearly renewal of registration will take place the last week of class during the Spring Semester by the submission of a listing of new officers for the following school year. Groups which do not renew registration in this manner automatically are considered defunct.
5. The organization may seek the following services and facilities:
 - (a) Obtain a campus mailbox.
 - (b) Participation in "all-University" functions if permission is granted by the sponsoring organization or offices.
 - (c) Open a #3 account in the Bursar's Office. The organization will be required to adhere to any policies established for the management of #3 accounts.
 - (d) Use of University facilities for meetings and programs according to policies established for such use.
 - (e) Use of University facilities for two organizational meetings while the application for registration is being considered.
 - (f) Use of University name after approval through a formal request to the Director of Student Life.

Groups whose statement of purpose is found to be inconsistent with University goals and policies may submit a new statement after consultation with the Director of Student Life.

Institutional Recognition of Student Organizations

Institutional recognition is granted only to organizations which have been registered for three consecutive years or more. Additionally, such organizations must, in the judgement of the Director of Student Life: serve and affect broad constituency of the student body; have an open membership policy; and, provide regular programs and services to the campus community.

A constitution detailing the function of the organization is submitted to the Director of Student Life, who approves or disapproves the request for recognition. Groups not receiving approval will be provided an explanation and may submit a revised constitution. A second or final disapproval may be appealed to the Student Affairs Committee, which will review the decision.

The implication in obtaining institutional recognition is that an organization has become a permanent group and, in particular, may request an annual program budget through the Activities Funding Board, as opposed to seeking funds for individual events, as a registered group would do. Additionally, the group retains all the prerogatives of a registered group.

Revocation of Registration or Recognition

Any student organization which has been granted institutional registration or recognition and which violates its own statement of purpose/constitution, or fails to comply with University policies is liable to revocation of registration or registration/recognition.

Should either of these points be violated by the student group, a complaint may be filed by an administrator, faculty member, or student to the Director of Student Life. The Director will review the case against the student group and decide for or against revocation. The student group may appeal this decision to the Student Affairs Committee.

Academic Probation and Participation in Activities

Students running for major offices or applying for appointment to University Committees must have a minimum cumulative index of 2.0 to be eligible and they must maintain an index of at least 2.0 during the duration of their term. This policy applies to the following positions:

1. All S.G.A. appointees to University Committees.
2. All S.G.A. officers, all members of the Student Senate, and all other S.G.A. Executive Board members.
3. Editors-in-Chief and editorial staff of all University funded student publications.

4. All elected officers or committee chairs of student groups annually funded by the University.

This policy is administered by the Director of Student Life who will certify eligible candidates:

1. prior to election campaigns and/or appointment.
2. at the beginning of each semester.

The Director of Student Life is the final judge of eligibility.

Leadership Development

Student organizations annually funded by the University must be represented at a minimum of one-half of the leadership training programs offered each semester by the Student Life Office. Appropriate representatives include: Editors-in-Chief and editorial staff of all funded student publications, and all elected or appointed officers and committee chairs of student groups annually funded by the University.

(Approved by Student Affairs Committee, April 15, 1983)

Standing for Election/Appointment

The University recognizes the time commitment involved in assuming an executive position in an annually funded organization. Therefore, students may hold more than one position only with the approval of the advisors of the organizations involved and the Director of Student Life.

(Approved by Student Affairs Committee, April 15, 1983)

Policy for Student Organization Use of University Facilities

The following norms for use of campus facilities by student organizations have been established to be consonant with A) the individual rights of assembly and free speech; B) the special necessity there is to preserve these rights and those of the serious and free academic search for truth; C) the rights and duties of the La Salle community to abide by the spirit of the Christian-Catholic faith; D) the just requirements and expectations of the La Salle community that La Salle's administration will do its reasonable best to preserve, maintain, and develop, a milieu of discovery consonant with that spirit:

1. The University subscribes to and supports the right of students to meet in free assembly in University facilities reserved for that purpose and to pursue free discussion there. The heterodoxy of ideas that may be expressed is not a sanctionable matter in-so-far as University policy is concerned. The University also subscribes to and encourages student use of University facilities for business meetings and for social, cultural, and recreational activities. At the same time, while acknowledging that individuals have a right to be themselves and to live by the dictates of their own consciences and values in their private lives, the University also holds that it has

- a corresponding right to deny use of facilities to those who are unable or unwilling to abide by University regulations or who do anything to cause a positive harm to this community or its members.
2. All student groups intending to use University facilities on a regular basis must file a statement of organizational purpose(s) in order to qualify for the use of those facilities. Groups are required to state the use to which a requested facility is to be put and to demonstrate, if asked, that their stated purpose(s) and actual activities are consonant with one another. Groups are, moreover, obliged to follow all regulations for the specific facility they use. When a group is refused permission to use facilities, a student affairs administrator will notify the group, stating reasons. A group to whom permission to use facilities has been denied will have the opportunity to restate and resubmit its request.
 3. University facilities may not be used by a student organization when such use: occasions clear and present danger to persons or property; constitutes commission of a crime; occasions actions which are in substantial opposition to the values and beliefs commonly held by the Christian-Catholic tradition in both its past and present expression; or, occasions by its very public exercise within University facilities a serious disruption of the peace so vitally necessary to the academic and scholarly pursuits which are the day-to-day reasons for La Salle's very existence as an institution of higher learning.
 4. While in all such matters the University administration must be the final judge, the administration must keep itself in a constant attitude of readiness to engage in honest dialogue with any and all student organizations desiring to use University facilities. Moreover, the University administration and individual student groups have a responsibility to themselves and to the total University community to explore individually and together an ever-deepening, ever-expanding University community life in which specific decisions may be taken, adhered to, and changed. Policy governing student organization use of University facilities is established by the Vice-President for Student Affairs in consultation with the Student Affairs Committee; it is administered by the Director of Student Life.*(Approved by Student Affairs Committee, February 8, 1973)*

Policies For Reservation of Facilities by Campus Groups

Whenever University facilities are to be used for anything other than regularly scheduled administrative, academic, extra-curricular or athletic purposes, a reservation must be secured from the Reservation Office in the La Salle Union Building.

All reservations and related requests (room set-up, special equip-

ment, etc.) are tentative until confirmed in writing. This applies, as well, for reservation changes.

Reservations will be accepted on first come, first served basis. The reservation staff reserves the right to assign space to be used for a meeting or function. When a request for a particular area is made, every effort will be made to honor the request.

Reservations and reservation changes should be submitted at least 48 hours in advance.

Those individuals or groups using University facilities are expected to leave them in good order. Sponsoring groups are responsible for damages to facilities.

University regulations preclude regular use of La Salle Union facilities for classes, course seminars, labs, and other strictly class related meetings. Reservations of this type normally must be for academic facilities.

Recognized and registered student organizations and University offices and departments will not be charged for use of facilities; however, personnel costs for events will be charged to sponsoring groups. Personnel costs are established by the Reservations Office and may include such items as: maintenance supervisor, security staff, janitorial staff, matron, etc. Personnel charges, if any, will be specified when the facility is requested, and the sponsor must sign an agreement for the charges before confirmation will be given. (*Approved by the Student Affairs Committee, Spring 1976*)

Procedures for Reservation of Facilities by Campus Groups

Requests for use of all University facilities should be made to the Reservation Office in the Ticket and Information Center of the La Salle Union Building. Reservation requests may be submitted only on the La Salle Union Building reservation forms which are available at the Ticket and Information Center. The completed forms for the next academic year will be accepted as of April 1 of the previous Spring Semester and will be filed in order according to the date of receipt.

The confirmation process for the Fall Semester will begin on July 1; the review of reservation requests for the Spring Semester will begin on November 1. When no duplication of requested dates occurs and the event is in accordance with University regulations, the reservation will be confirmed at that time. The sponsor of the event will be informed of the confirmation through the return of the appropriate copy of the reservation form.

In the case of duplicate requests for the same date and facility, the applicants will be notified of the conflict and presented with a list of alternative dates and/or facilities. The staff will attempt to resolve the conflict to the mutual satisfaction of the applicants. The revised requests will then be confirmed for each group. If a satisfactory resolu-

tion can not be achieved, the Assistant Director and the Director of Student Life will assign the facilities and/or dates and inform the persons and groups involved.

Reservation requests received after June 30 or October 31 will be acted upon as received. Requests for previously reserved facilities will be accommodated with the most suitable alternative facility and/or date. When questions of policy are involved in decisions regarding facility use, the Reservation Office will consult with the Director of Student Life and/or the Vice Presidents for Public and Student Affairs before the request is confirmed or denied.

Questions regarding the facilities reservation procedures should be directed to the office of the Assistant Director of Student Life, extension 1375.

Procedure

1. **Faculty and Administration** - submit a reservation form signed by a faculty member or administrator and with the department clearly identified. Faculty and Administration requests for facilities to be used by outside groups should be so designated.
2. **Recognized/Registered Day and Evening Student Groups** - submit a reservation form signed by the student representative and faculty advisor, when applicable.
3. **Non-Registered Student Groups** - submit a reservation form and "Declaration of Responsibility" to the Reservation Office along with a security deposit. Disposition of the reservation request will be sent to the individual signing the form. The security deposit will be returned within seven (7) days following the reservation, provided there has been no damage to property.

(Approved by Student Affairs Committee, Spring, 1980)

Policy for Use of #3 Accounts by University Funded Organizations

1. Income generated through the sale of advertising and/or publications may be deposited into a #3 Account. Any other income producing programs must comply with the regulations established for all student organizations.
2. All University funded groups sponsoring income producing programs and activities must refund expenditures for the income producing event to the University budget and may then deposit income beyond the expenditures into a #3 Account.
3. Student groups receiving an annual budget or receiving University funds are required to submit a report of #3 Accounts to the Funding Board. When and how reports are requested is to be determined by the Funding Board.

(Approved by Student Affairs Committee, November 20, 1980)

Student Ticket Sales

All tickets for on-campus student programs which utilize University facilities, or off-campus student programs sponsored by the University must be sold through the Ticket Office. A service charge is permissible under this policy.

(Approved by Student Affairs Committee, October 24, 1972)

Student groups should contact the Ticket Center Manager (Union, 1st floor) at least one week prior to the sale. The Ticket Center personnel assist the group with publicity via the La Salle Union Bulletin Boards, the P.A. system, and the Radio Station. The Ticket Center accepts the tickets, keeps all records, and, once the program is over, submits a complete report to the sponsoring organization. The Ticket Center does not send out mail orders, take phone orders, nor sell tickets without receiving payments unless the action is discussed with the president of the sponsoring organization and the Assistant Director of Student Life for Union Operations. The sponsoring group must expect to pay for these extra services. Student groups wishing additional information on this policy and procedure are invited to contact the Ticket Center.

Student Organization Use of Bulletin Boards

Student organizations may use available tack boards in University buildings; permission from the Director of the Library or the Assistant Director of Student Life for Union Operations is required for posting in these buildings. The main boards in the first floor corridor of College Hall are used for official University announcements and for posting University Committee minutes. All posters must be approved by the Assistant Director of Student Life for Union Operations and may not be posted on trees, walls, woodwork, or other places where they deface property. In general, student use of bulletin boards is to conform with the guidelines available from the Assistant Director of Student Life for Union Operations.

Student Organization Contracts

Contracts made for student sponsored events that are considered University or class wide in nature must be signed by the Director of Student Life. Upon request, the Director of Student Life will assist student organizations in contract negotiations.

Fund Raising

Soliciting funds, selling chances, or merchandising of any kind is not allowed without the permission of the organization and the approval of the Director of Student Life.

III. GENERAL STUDENT POLICIES

Academic Freedom Rights for Registered Students

INDIVIDUALS RIGHTS

Disclosure of Information under the Family Educational Rights and Privacy Act.

1. Each and every registered student of the University (hereafter "a student") has the right to review his or her own education records in compliance with the Family Educational Rights and Privacy Act of 1974. The following materials may not be reviewed: private notations in the sole possession of one person, parents' confidential statements, and psychiatric and other medical records. However, psychiatric and other medical records may be reviewed by a physician or other appropriate professional of the student's choice.
2. A student has the right to place in his or her own education records materials of an explanatory nature concerning any item held therein. Any such material shall bear a notation that it was placed in the file at the student's request.
3. A student has the right to waive his or her right of access to any materials in his or her own education records. No such waiver shall be effective unless it is made in writing. All materials collected during the time such waiver was in effect shall be exempt from access by the student during any future examination.
4. A student has the right to refuse access to his or her own education records, or to any item contained therein, to any person or agency not authorized under the Act. Those who are authorized under the Act include: school officials and faculty who have a legitimate educational interest; officials of other schools in which a student seeks to enroll; and, certain federal and state educational agencies.
5. A student has the right to request that his or her own education records be amended if they are inaccurate, misleading, or violate his or her privacy or other rights. If the request is denied, the student is entitled to a hearing according to established University procedures.
6. A complete text of the Act, as well as those Federal Regulations issued under the Act, is available for inspection (in the Office of the Registrar).

Curricular Standards

1. A student shall have the right to pursue any course of study available within the University, providing he or she can be accommodated within the program, meet the requirements for entering, and continue to meet the requirements in the program.
2. A student shall have the right to know at the beginning of each semester, ordinarily during the first week of class, the criteria to be used by the instructor in determining grades in each course.
3. A student shall have the right to see his or her own tests and other written material after grading, and the instructor shall have the duty to make this material available within a reasonable time.
4. Upon request, a student shall have the right to have his or her grade on such written material explained by the instructor. A request for such explanation must be made within one week after the written material, as graded, is made available to the student.
5. **Final Grades.** If a student believes that his or her final grade is the product of the instructor's bias, whimsy, or caprice, rather than a judgement on the merits or demerits of his or her academic performance, the student must follow the procedure described in this subsection.
 - (a) The student must initiate the complaint procedure within the first two weeks of the next regular semester.
 - (b) After receiving an explanation from the instructor in the course, the student may make a formal complaint to the instructor, giving his or her reasons, in writing, for thinking that the grade was biased, whimsical, or capricious.
 - (c) If dissatisfied with the explanation that has been given, the student may appeal to the head of the relevant department.
 - (d) The student has a further appeal to the appropriate Dean, who will:
 - (1) Request a written statement from the student which shall contain a complete and detailed exposition of the reasons for the student's complaint. A response from the faculty member will then be requested.
 - (2) Advise and assist the student in a further attempt to resolve the problem at the personal level.
 - (e) If the student remains dissatisfied with the explanation that has been given, the student may initiate a formal appeal.
 - (1) The faculty member who is accused of bias, whimsy, or caprice may elect one of two procedures. The faculty member may request that the Dean investigate the matter personally. In the alternative, the faculty member may request that a committee investigate the matter and read a judgement on the merits of the complaint. In either case, the burden of proof shall be upon the complainant. Neither adjudicating forum (Dean or Committee) shall substitute his, her, or its academic

- judgement for that of the instructor; but shall investigate and adjudicate only the complaint of bias, whimsy, or caprice.
- (2) If a committee is to be established, the Dean shall appoint the committee, consisting of two students and three faculty members. Two of the faculty members shall, if possible, be from the department responsible for the subject in which the grade was given, and the third from some other discipline.
 - (3) Should the designation of the review body (Dean or Committee) be delayed beyond a reasonable time, then the committee structure described in item (2) above will be convened and the question heard.
- (f) If it is found that the grade given was neither biased, whimsical, nor capricious, the case shall be dismissed. If it is found that the grade given was the product of bias, whimsy, or caprice, the review body (Dean or Committee) shall direct that a notation be entered on the student's transcript that the grade "had been questioned for cause and the recommendation had been made that it be changed because of apparent (bias, whimsy or caprice)." The original grade, however, will remain a part of the transcript.
6. A student shall be promptly informed if he or she is placed on any form of academic censure.
- Speech and Expression of Opinion**
- 1. No student shall be penalized for the reasonable expression of any view which is relevant to the classroom discussion or written material.
 - 2. A student participates in student organizations and activities in his or her own time, and by his or her own decision. No student shall be penalized for any such participation, but neither shall any student claim indulgence from academic obligations by virtue of such participation.

COLLECTIVE RIGHTS

- 1. Students shall have the right, through their representatives, to participate with full privileges, together with faculty and administration, in the development of both University departmental curricula through University Council and Academic and Department Committees and Boards.
 - 2. Students shall have the right to express an opinion in decisions regarding the evaluation, tenure, and promotion of faculty and department heads.
- The University promises to listen to such opinion, if rendered, in good faith. However, the University will not be bound by student opinion in such decisions nor will failure to secure such opinion constitute a ground for complaint by a faculty member who has not been rehired, promoted, given tenure, or made department head.

3. The University shall establish and adhere to nondiscriminatory policies of equal opportunity to all academic facets of the University.

Academic Responsibilities of Registered Students

INDIVIDUAL RESPONSIBILITIES

University Regulations

Students are responsible for acquainting themselves with the academic regulations of the University as outlined in the Student Handbook and the University Bulletins. Ignorance of the regulations does not excuse any student from their application.

Provision of Information

Students are responsible for supplying standard information, when required by the University, on their own personal background and academic history, in a clear, complete, and accurate manner. Misrepresentation in this respect is a serious matter.

Curricular Standards

1. Students are responsible for meeting the requirements of class attendance, test dates, and assignment deadlines, and for proper behavior during classes.
2. Students are responsible for the integrity of their academic work. In this regard: plagiarism is a serious violation. Plagiarism is defined as the presentation of the ideas of another as one's own. Any use of another's ideas without proper acknowledgement is plagiarism.

Speech and Expression

In the exercise of their rights of free speech and expression, students should respect the sensitivities and the corresponding rights of others.

Collective Responsibilities

Students are responsible for honoring the obligations they assume when accepting positions on collegiate committees and boards.
(Approved by Academic Affairs Committee, October 6, 1978)

Pre-Registration Procedure

Pre-registration takes place during November and March each year. Complete information about the registration lottery and the advisement process are mailed to each enrolled student approximately one week before each class registers. Schedules of classes are available in the Registrar's office and in the office of the department chairperson. All students are asked to complete a pre-registration form by listing a roster of classes for the next semester. The form must then be reviewed and signed by an academic advisor before it is submitted to the Registrar's office.

Change of Courses

Until noon of the fifth day of each semester, a student may make a change in his/her roster.

Withdrawal from the University

Under certain circumstances, the student who withdraws may receive a partial refund on his/her tuition. Information on terms and conditions is available on the student's matriculation card. There are no exceptions to these terms and conditions. Additional inquiries may be directed to the Bursar's Office.

Financial Delinquency

A student who is financially delinquent forfeits the privilege of attending class. A student who is financially delinquent at the close of a term is not permitted to complete registration for a succeeding term unless his/her account is settled.

Veterans

Veterans attending under the benefits of the "Veterans Readjustment Act of 1966" are required to submit their "Certificate of Eligibility" to the Registrar's Office. The Registrar's Office will certify the Veteran's enrollment and attendance for each term to the Veteran's Administration. If the Veteran withdraws, and returns to the University at a later term, the Veteran must notify the Registrar's Office in writing of the request to again be certified to the Veteran's Administration. Veterans are required to satisfy their financial obligations to the University in the same manner as all other students.

Demonstrations

University Council has adopted a policy that disciplinary action up to and including dismissal may be taken against any member of the University community who acts to prevent invited lecturers from speaking, disrupts University operations in the course of demonstrations, or obstructs and restrains other members of the academic community and campus visitors by physical force.

(University Council, December 5, 1967)

The University recognizes that when an issue is of sufficient import to require extraordinary measures to call attention to it, a demonstration may be deemed justifiable by an aggrieved or advocating sector of the University. When such is the case, the University insists that no demonstrating person or group shall abridge the rights of others in the regular conduct of the University's affairs. At the same time, the University for its own part strives to maintain means for open and honest dialogue through normal channels of communication.

Computer Usage

All computer users must practice ethical behavior in their computing activities. Abuse of computer access privileges is considered to be a serious matter. The computing resources are provided for the use of staff, faculty and students who are currently enrolled in courses approved or designated as requiring computer resources. The privileges of use by a student is not transferable to another student, to an outside individual, or to an outside organization. The theft or other abuse of computer time or facilities is not different from the theft or abuse of other University property, and violators of the computing privilege will be subject to disciplinary action. This includes, but is not limited to:

1. unauthorized entry into a file, either to read, or to change
2. unauthorized transfer of files
3. unauthorized entry into a network
4. unauthorized use of another individual's computer account
5. use of computing facilities to interfere with the work of another student
6. use of computing facilities to send obscene or abusive messages
7. use of computing facilities for frivolous activities during times of high demand

Persons are to conduct themselves in a professional manner and to accomplish tasks as expeditiously as possible. For reasons of security the University retains the right to review programs and files contained within the computing resource(s). Computer services allocated to individuals through their user numbers should be respected by all as private and valuable property for academic pursuits. Users are responsible for their own usernames and the security of their passwords and for the activities of anyone using them. Use of the computing privilege to interfere with normal operation of University computing systems or of any other system accessible through the University's system is prohibited and is subject to disciplinary action. (*Approved by Student Affairs Committee, April 2, 1984*)

Alcoholic Beverages

The University calls attention to the state law of Pennsylvania on the use of alcoholic beverages:

"It shall be unlawful for a person less than twenty-one (21) years of age to attempt to purchase, consume, possess, or transport an alcohol or malt or brewed beverage within the Commonwealth. The State Liquor Control Board operates under State Law. It is a misdemeanor to unlawfully transfer a registration card for the purpose of falsifying age to secure malt or alcoholic beverages. Also, it is a misdemeanor for any person to sell, furnish, or give any minor under twenty-one (21) years of age any malt or alcoholic liquor. The penalty

for this is \$100.00 to \$300.00 or three months in jail upon conviction."

The University does not prohibit the lawful possession or consumption of alcoholic beverages by students over twenty-one (21) years of age when this is done moderately. This should not be interpreted to mean that the University encourages the use of alcoholic beverages. Furthermore, the University considers intoxication, disorderliness, or offensive behavior arising from the use of alcoholic beverages to be subject to disciplinary action. Open containers of alcoholic beverages may not be carried outside of buildings. The University does not permit unauthorized use of alcoholic beverages in the academic buildings, or in the public areas of the residence units, the La Salle Union, or other University controlled facilities.

(Approved by Student Affairs Committee, Spring 1976)

Hazing

Hazing activities in any form are prohibited. The College Fraternity Secretaries Association's definition of hazing as

"...any action taken or situation created, intentionally, whether on or off College or fraternity/sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shock . . . or any other such activities . . . ; wearing publicly, apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and, any other activities which are not consistent with fraternal law, ritual, or policy or the regulations and policies of the educational institution."

is adhered to and, in case of violations individuals and/or the fraternity/sorority as a whole may be subject to disciplinary action.

(Approved by Student Affairs Committee, Spring, 1980)

Identification Cards

All students are photographed for an identification card when first entering the University. The I.D. is non-transferable (individuals loaning their I.D. to another student or to a non-student are subject to disciplinary action) and is carried whenever on campus and presented upon request to the University administrators, faculty, or campus security guards. The card verifies status as a student at La Salle and may therefore be required for admission to social or athletic events, for voting rights in student elections, and for other such events demanding evidence of student status. A valid I.D. is required to use the facilities of Hayman Hall.

The I.D. is intended to last throughout the four years; a replacement

fee is charged for the production of a new card. A temporary I.D. will be issued upon receipt of the replacement fee. The Student Life Office handles replacement. The card is validated each year when tuition and fees have been paid upon presentation of the student's currently stamped matriculation receipt.

(Approved by Student Affairs Committee, March 17, 1981)

Student Records

As custodian of student records, the University assumes an implicit and justifiable trust. This trust involves a recognition that student records, both academic and personal, are confidential to the student and the institution. Accordingly, the University accepts responsibility for exercising effective care and concern in recording and disseminating information about students. Student records are released only to appropriate authorities within the University, except when the student has given his formal consent, or when the safety of the student and others and/or property is endangered.

Disciplinary Records

Disciplinary records are for internal use only and are not made available to persons outside the University except on formal written request of the student involved. Disciplinary information is not included on University transcripts. Intra-University use is at the discretion of the Assistant to the Vice President for Student Affairs, who may inform other officials in the institution of the student's disciplinary status when necessary to the discharge of their official duties. The Assistant to the Vice President assumes the responsibility for maintaining the confidentiality of disciplinary records and for destruction of such records, with the exception of cases in which the sanction of Suspension or Dismissal was imposed, five years after the student has graduated or withdrawn from the University.

Access to Educational Records and Rights to Privacy

- Congress in 1974 enacted legislation - Public Law 93-380, commonly referred to as the Buckley Amendment - which is intended to protect students from having incorrect information contained in their school files and which also is intended to limit who may have access to their educational records. In compliance with the law, La Salle University is prepared to assist students who wish to review their records or who have questions about the law.

Public Law 93-380 specifically requires that students and parents of dependent students be permitted to examine official University educational records which contain information used in making decisions or recommendations about students. These records include those normally maintained by the major department, academic dean, Assistant to the Vice President for Student Affairs, Registrar, and Busi-

ness Offices. Each University office and department having such records has an established procedure for a student to review his/her official records and to challenge the accuracy of them. A STUDENT MUST MAKE A FORMAL REQUEST TO EXAMINE HIS RECORDS. Materials may be permanently removed from a student's file when mutual agreement is reached by the promulgator of the information and the student or when the results of a formal hearing called for this specific purpose direct this action.

Instructor's notes, campus security records, psychiatric, psychological, and medical records, parents' financial statements, and material to which the student has waived his/her right of access in writing are among the records exempted by the law from examination.

Public Law 93-380 also limits who outside the University may have access to a student's records. Except as provided by law, educational records may not be transmitted to individuals or agencies outside of the University without the student's written consent. STUDENTS, THEREFORE, ARE EXPECTED TO GIVE WRITTEN PERMISSION WHEN REQUESTING THE UNIVERSITY TO FORWARD RECORDS TO OFF-CAMPUS PERSONS, AGENCIES, OR INSTITUTIONS. The law permits the University to release without permission such information as a student's name, dates of attendance, major field, participation in officially recognized activities and sports, and degrees and awards received.

Policy Statement on Sexual Harassment of Students

La Salle University is committed to an educational environment which is free of sexism. As defined by the Equal Employment Opportunity Commission Guidelines, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment of students when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's educational advancement.
2. Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting that student.
3. Such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile, or offensive educational environment.

Such conduct is an abuse of authority and a violation of Section 703 of Title VII of the Civil Rights Acts of 1964. Any student having a complaint of sexual harassment should follow the steps outlined in the University Grievance Procedure.

(Approved by the Student Affairs Committee, April 28, 1981)

University Grievance Procedure

La Salle University is committed to a policy of non-discrimination in employment, admission, and treatment of employees and students. The

grievance procedure outlined below is designed to resolve as quickly as possible any situation in which a faculty member, staff member, or student believes that he or she has been discriminated against on the basis of race, color, creed, sex, age, national origin, or physical handicap. For the purpose of the following, the *Grievant* is the member of the faculty, professional or non-professional staff, or student body who submits a grievance. The *Respondent* is the person alleged to be responsible for the discriminatory action.

Informal Review

The initial stage of presentation of a grievance should include a conference of the grievant with the respondent. This should be accomplished by the grievant within ten working days from the time he or she believe that an act of discrimination has taken place. Every effort should be made to resolve the conflict at that level. If that effort fails, the matter should be presented to the grievant's supervisor or the respondent's supervisor. For example, if a faculty member feels that the department chairperson is practicing a discriminatory act, the faculty member should contact the appropriate dean: if a student feels that a member of the University community is practicing discrimination, it should be reported to the Assistant to the Vice President for Student Affairs, etc. In this manner most issues should be resolved satisfactorily. This direct and informal communication is fundamental to the type of educational and work environment intended by the University.

If the grievant fails to receive satisfaction through this process, a more formal review may be initiated by contacting the Affirmative Action Officer who will determine whether the complaint is grievable. If so, a grievance form should be completed, the signature of the immediate supervisor secured, and the form submitted to the grievant's area Vice President or Provost within ten (10) calendar days of the last informal meeting between the grievant and the supervisor concerning the complaint.

The area Vice President or Provost and supervisor will consider the grievance and respond in writing within ten (10) calendar days of receipt of the grievance form. These time limits may be waived in cases of extenuating circumstances such as holidays, vacations, or the extended illness of one or both parties. The original grievance form will be retained by the supervisor. Copies of the form, the written response, and all relative correspondence will be filed with the area Vice President or Provost and the Personnel Office.

Committee Hearing

Should the preceding informal and formal review procedure fail to resolve the complaint satisfactorily, the grievant may request that a committee be convened to review the issue. In its consideration of the grievance, the committee will conduct a fact-finding review and make a

written recommendation to the President. The President's final decision will be made within twenty (20) calendar days of the conclusion of the committee review.

The committee will consist of a Vice President or Provost of the University other than the area Vice President to whom the grievant reports, ultimately, the Director of Personnel Services (except for (1) faculty grievances in which case the President of the Faculty Senate will be substituted; and (2) student grievances, in which case the President of the Students' Government Association will be substituted) and one individual selected by each of the following: the President, the respondent, and the grievant. With the exception of individuals directly involved in the nature of the complaint, any full-time employee or student of the University may be selected to serve on this committee.

Throughout all aspects of an informal review, or committee hearing, the Affirmative Action Officer will be available for consultation with any of the parties involved with a grievance.

Resident Student Policies and Regulations

The residence halls are an integral part of La Salle University, and as such, all University rules and regulations are applicable in the halls. Each student, resident or guest, must observe in his/her use of the residence halls, all federal and state laws, and all ordinances and fire regulations of the City of Philadelphia. Resident students assume responsibility for reporting any illness or injury to a staff member and all students are strongly encouraged to purchase adequate medical insurance and to use the services of the University Dispensary. A thorough statement of the rules, regulations, and policies of the La Salle residence community is given to each new resident and is available to all students at the Office of Resident Life in St. Albert Hall.

Room Entry Procedure

The right of a resident to privacy in his/her room will be protected by the University. However, this right of privacy carries with it the responsibility for each student to conduct himself/herself within the general policies of the University. In the interest of handling emergency situations and of maintaining an environment in the University residence complexes which provides for the health, safety, and welfare of all residents, it is occasionally necessary for authorized University personnel to enter the living quarters of students. Except in emergency situations, authorized University representatives shall have the right of inspection within students rooms without prior authorization of the resident(s) at reasonable times and only for general maintenance, preservation of the existing physical structure, identification of damage, and for enforcing University Rules and Regulations governing security and safety of University property. The University reserves the right to initiate steps for the removal of items which are the property of the

University or its agents which are in a resident's room without approval.

In situations as defined below, premises occupied by a student and the personal property of a student in those premises may be searched only when appropriate prior authorization has been obtained. For University resident units or other facilities controlled by the University, an application must be made to the Assistant to the Vice President for Student Affairs, or his/her designated representative, specifying the reason(s) for the search and the object(s) or information sought. A student's room will be protected from unreasonable search and from search when he/she is not present, if possible. In the case of searches by civil authorities, the ordinary requirements for lawful search will be followed.

1. A clear indication that established health or safety regulations are being violated.
2. Clear and present danger to the room occupants or other residents exists.
3. University administrative personnel have probable cause to believe that students are violating federal, state, or local laws or University regulations.

IV. DISCIPLINARY POLICIES AND PROCEDURES

Student Institutional Relationship

A student's matriculation at La Salle University is a voluntary decision which involves acceptance of the responsibility to meet academic requirements and to behave in ways consistent with the purposes and objectives of the University. As befits an institution of higher education, standards of performance and of social conduct are generally higher for students than those required of the general public. While students have an obligation to adhere to the regulations of the University, the University accepts a corresponding responsibility to guarantee the right of due process and protection from arbitrary or capricious disciplinary action.

The purpose of the judicial system at La Salle University is to assure that justice prevails for all members of the community while simultaneously protecting the educational purpose of the University. "The Joint Statement on the Rights and Freedoms of Students" has been the reference document for the establishment of the judicial system at La Salle, and the Office of the Assistant to the Vice President for Student Affairs administers the judicial process. However, the function of maintaining discipline on the campus is not the exclusive domain of the Assistant to the Vice President for Student Affairs. The entire University community, both collectively and as individuals, plays a vital part in maintaining an environment necessary to protect and promote learning, in assuring order, and in controlling behavior that infringes on the rights and freedoms of others.

In pursuit of these objectives, the University accepts responsibility for protecting the individual's academic and personal freedom as well as the common good and rights of the University as a corporate entity.

Philosophy of Discipline

A university education is primarily academic and intellectual in nature, but it also includes the development of attitudes and values which enhance mature, responsible behavior in all areas of life. Accordingly, student conduct in and out of class is not considered apart from its

effect on the total University community; rather it is viewed as integral to an educational process that is both individual and collective in nature. It is in this spirit that La Salle has developed a set of regulations governing student conduct and has established a judicial system through which conduct violations are adjudicated by members of the campus community.

Rules and Regulations

Normally, University disciplinary action is limited to conduct which adversely affects the pursuit of educational objectives. While no specific policy statement has universal validity and actual decisions based on the judicial policy of due process are best made in accord with all the circumstances involved in an individual case, the following behavior is subject to disciplinary action:

1. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the University, forgery, and alteration or fraudulent use of University documents or instruments of identification.
2. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities.
3. Physical abuse or harrassment of any person on University premises or at University sponsored functions.
4. Theft from or damage to University premises or damage to property of a member of the University community on University premises.
5. Failure to comply with the directions of University officials, including Campus Security, in the performance of their duties.
6. Use or distribution of potentially dangerous drugs which are not medically supervised.
7. Illegal use of intoxicants.
8. Violations of published University regulations, including those relating to entry and use of University resident units and other facilities, the rules in this code of conduct, and any other regulations which may be enacted.
9. Violations of any federal, state, or local criminal law.*

*The University will cooperate fully with civil authorities in the enforcement of the law. If civil authorities are involved, the University will not present disciplinary charges unless the University's interests as an academic community are directly involved. If a student faces charges in a civil court and in the University judicial system because of the same violation, the University may postpone its judicial hearing until civil proceedings are completed. That is a decision reserved to the Assistant to the Vice President for Student Affairs.

Disciplinary Procedures

Disciplinary cases will be handled in accordance with the University judicial policy of due process. Any member of the University community may file a disciplinary report against any student, student group,

or student organization for alleged violations of University rules, regulations, or policies. Disciplinary reports shall be forwarded to the Assistant to the Vice President for Student Affairs.

1. The person(s) making the charges shall provide in writing the following information:
 - (a) The name and address of the student(s) charged with violation of University rules and regulations.
 - (b) Date of the incident.
 - (c) The specific University rule or regulation the student(s) allegedly violated.
 - (d) A detailed statement of the circumstances.
2. The individual(s) making the charges must sign the statement of charges.
3. A copy of the charges will be given to the accused student, whose signature will be requested as acknowledgement of his/her reception of the charges.

The Assistant to the Vice President for Student Affairs will appoint a professional staff member to conduct a preliminary investigation of the filed charges. The appointee will act as the Preliminary Hearing Officer and will review the charges and consult with all parties to determine if adjudication is warranted.

1. The accused student will be notified in writing to report for a preliminary hearing. At the preliminary hearing the Preliminary Hearing Officer will explain the disciplinary procedures and discuss the charges. A copy of the disciplinary procedures will be given to the student.
2. If a student fails to meet with the Preliminary Hearing Officer within seven days after notification of the Preliminary Hearing, the student may be subject to disciplinary action up to Suspension from the University without further consultation.
3. Should the Preliminary Hearing Officer determine that the initiation of a disciplinary hearing is not justified, a letter will be forwarded to the Assistant to the Vice President for Student Affairs and to the student indicating this opinion.
4. When the Preliminary Hearing Officer determines that the alleged conduct warrants further disciplinary consideration and the student chooses not to contest the charges and not to have the case adjudicated further, the Preliminary Hearing Officer is empowered to take disciplinary action up to and including Disciplinary Probation. When circumstances warrant Suspension or Dismissal from the University, Preliminary Hearing Officers recommend these actions to the Assistant to the Vice President for Student Affairs. If the student disagrees with the sanction imposed, he/she must state this in a letter to the Assistant to the Vice President for Student Affairs

within seven days after the sanction has been communicated to the student. Upon receipt of this letter, the student will be given the opportunity to choose adjudication as described in Item #5 of the Disciplinary Procedures.

5. When the Preliminary Hearing Officer determines that the alleged conduct warrants further disciplinary consideration, the following steps are initiated:
 - (a) The Preliminary Hearing Officer will inform the student in writing of the decisions regarding the disposition of the case.
 - (b) The student will be given the opportunity to choose adjudication by: (a) the Judicial Board or (b) a representative of the Assistant to the Vice President for Student Affairs (Administrative Hearing Officer).
 - (c) A copy of the written charges will be forwarded to the Judicial Board or Administrative Hearing Officer.
 - (d) The Accused student will be given no less than five days from the conclusion of the Preliminary Hearing to prepare for the Disciplinary Hearing. The chairperson of the Judicial Board or the Administrative Hearing Officer will notify all parties including the accused of the date and time of the Hearing.
6. Should the Judicial Board be inoperative, the Assistant to the Vice President or designee reserves the right to adjudicate the case.

Administrative Hearing Officers: Two Hearing Officers are appointed by the Assistant to the Vice President for Student Affairs: one to adjudicate alleged violations of general University Rules and Regulations which occur outside the Residence Halls; the other to adjudicate alleged violations which occur within the Residence Halls. With the student's approval, the Preliminary Hearing Officer may act as the Administrative Hearing Officer. Administrative Hearing Officers are empowered to take disciplinary action up to and including Disciplinary Probation. When circumstances warrant Suspension or Dismissal from the University, Administrative Hearing Officers recommend these actions to the Assistant to the Vice President for Student Affairs.

Judicial Board: Student appointments to the Board are made by the Students' Government Association after consultation with the current board members. Faculty appointments are made by the Faculty Senate in accordance with the procedures for committee appointments. The Judicial Board is comprised of twenty members: five faculty members, ten resident students, and five commuter students. A panel for any given hearing will be drawn from the available members of the Judicial Board and five members are needed to conduct a hearing. Panel member will be assigned on a rotating basis by the Assistant to the Vice President of Student Affairs. One student will be selected as chairperson for each hearing.

Disciplinary Hearing Procedures

1. The hearing will be private, unless an open hearing is requested by the student. At an open hearing, interested members of the community may observe all aspects of the hearing except the deliberations of the Board so long as the hearing is not interrupted by the observer.
2. Either a tape recording or a written record will be made.
3. On behalf of the University the charges and evidence will be presented by the Assistant to the Vice President for Student Affairs, the Assistant to the Vice President for Student Affairs' representative, or the individual bringing the charges.
4. The accused student shall be entitled to be accompanied by a La Salle University faculty member, administrator or student. The role of the accused student's representative will be advisory in nature.
5. Any party may present witnesses subject to the Board Chairperson's or Hearing Officer's determination of the witnesses' relevance to the case. Members of the Board or the Administrative Hearing Officer may address questions to any party involved in the proceedings. The student will have the opportunity to ask questions of the person presenting the charges or of witnesses in the case.
6. If for the lack of sufficient reason, as judged by the Board Chairperson or the Administrative Hearing Officer, an accused student fails to appear at the established time of the hearing, the presiding officer reserves the right to conduct the hearing without the presence of the accused. If the absence is unexcused, the accused forfeits any right to appeal. No recommendation or imposition of sanction shall be based solely upon the failure of the accused to appear at the hearing.
7. The Board Chairperson or Administrative Hearing Officer will make known the decision to the Assistant to the Vice-President for Student Affairs. The Assistant to the Vice President for Student Affairs will be given a record of the hearing and written reasons for the decision. The Board Chairperson or Administrative Hearing Officer will notify the student in writing of the decision.

Sanctions

Disciplinary action is based on the seriousness of the offense, individual circumstances, and the best interest of the general educational community. The sanctions which may be imposed upon individuals or organizations for the commission of offenses recognized by the University judicial system include the following:

Restitution: Reimbursement for damage, destruction, or misappropriation of University property or property of a member of the University community on University premises.

Conduct Warning: Notice in writing that the student's conduct necessitated the initiation of disciplinary proceedings. The nature and circumstances of the conduct does not warrant more severe disciplinary action, but this warning will be a matter of record in the Assistant to the Vice President for Student Affairs' Office for future reference.

Fine: Penalty fees payable to the University of no less than \$5.00 and no greater than \$100.00 depending on the degree of infraction. The amount is to be determined by the appropriate Judicial Board or Administrative Hearing Officer. Such fines when imposed are in addition to the sanction of restitution.

Probation: The following sanctions are intended to serve as a constant reminder that the infraction has become a part of the student's record in the Assistant to the Vice President for Student Affairs' Office. The sanctions can be imposed with or without the specific conditions for a definite period of time. Conditions may be imposed which would prohibit an individual from representing the University in an official capacity in major University activities such as in intercollegiate activities or as an officer in student government, or it may be the loss of privilege to live in University residence units or to participate as a member in specific University sponsored programs. The sanctions which include such conditions shall be consistent with the offense committed and the rehabilitation of the student. The conditions and the period of the probation are the prerogatives of the authority imposing them and shall be stated in writing.

Probation (Specific): This sanction is imposed for a period of time not to exceed one calendar year.

Probation (General): This sanction is imposed for the student's tenure at the University.

Suspension: Termination of student status for a specified period of time. The conditions of readmission shall be stated in the order of suspension. Students suspended will be charged full fees for the semester in which the suspension occurs. Students will be assigned the grades which would be appropriate if they were withdrawing voluntarily. Students with board contracts shall receive a pro-rated refund. A statement of the student's status shall be sent to the appropriate academic dean.

Dismissal: Permanent termination of student status and separation from the University. Students dismissed will be charged full fees for the semester in which the dismissal occurs; students with board contracts shall receive a pro-rated refund. Students shall be assigned the grades which would be appropriate if they were withdrawing voluntarily. A statement of the student's status shall be sent to the appropriate academic dean.

A combination of sanctions may be invoked, for example, restitution and probation.

Interim-Suspension

When the Assistant to the Vice President for Student Affairs has reasonable cause to believe that a student has violated any of the University's rules and regulations and there is reasonable cause to believe that danger or disruption will be present if a student is permitted to remain on campus or in a University resident unit, an interim suspension may be imposed pending a full consideration of the case.

Procedures for Appeal

1. The accused student may appeal the decision of the Judicial Board or Administrative Hearing Officer by stating so in a letter to the Assistant to the Vice President for Student Affairs within seven days after the decision has been communicated to the student.
2. For an appeal to be heard, the student must be able to demonstrate to the Assistant to the Vice President for Student Affairs one or more of the following:
 - (a) That he/she did not receive a hearing consistent with the principles of due process.
 - (b) That the sanction was arbitrary or capricious.
 - (c) That certain relevant evidence was not reviewed.
 - (d) That new evidence is available.
3. Normally, an appeal will be limited to a review of the report of the Judicial Board or the Administrative Hearing Officer.
4. When the grounds for an appeal have been established, one of the following procedures will be followed:
 - (a) The Assistant to the Vice President for Student Affairs may accept the report as presented or as subject to a specific reduction in the sanction imposed, may return the case to the appropriate board or hearing officer for further proceedings, or may dismiss one or more of the charges entirely.
 - (b) At the discretion of the Assistant to the Vice President for Student Affairs or upon written request of the student, an Appeal Board may be established. The Appeal Board will be comprised of an administrator appointed by the Vice President for Student Affairs and two representatives from the Judicial Board designated by the Assistant to the Vice President for Student Affairs. The Assistant to the Vice President for Student Affairs shall sit as chairperson (ex officio) of the Appeal Board. Board decisions in all cases are advisory to the Assistant to the Vice President for Student Affairs. The Appeal Board will determine the procedure it wishes to follow after consideration of the specific case. The Appeal Board shall adhere to the principles of due process as stated in the University's Disciplinary Procedures.

V. STUDENT PRESS POLICIES

Objectives of the Student Press Committee

The Student Press Committee was established to create and maintain an environment at La Salle in which high quality student newspaper, radio station, and other media forms will most effectively benefit the entire University community. The Committee will formulate general policies for student newspapers, radio stations, etc. and advise the Vice President for Student Affairs on related matters.

Responsibilities

1. The Committee will appoint the editors of student newspapers, managers of student radio stations, etc. from those certified by respective staff editorial boards, or from other applicants should these boards fail to submit candidates.
2. The Committee will meet for pre-publication/broadcast consultation with student editors, station managers, etc. at the request of any Committee member or of the Vice President for Student Affairs.
3. The Committee will conduct regular post-publication/broadcast reviews of student newspapers and radio stations.
4. The Committee will review all financial and legal matters involving student newspapers and radio stations.
5. The Committee will approve any new student newspaper or radio station and make recommendations to the governing boards of the organization.
6. The Committee may question any policy of a student newspaper or radio station and make recommendations to governing boards of the organization.
7. The Committee will function as an arbitration board for any disputes which cannot be resolved between faculty, administrators, students, or advisors and student editors or the manager of a radio station.
8. The Committee may, with just cause, impose censure, suspension, or removal as editor/manager upon any editor-in chief of a student newspaper or manager of a student radio station, provided the student has been given the opportunity to present his or her case before the Committee (see Appendix B to these By-Laws).
9. The Committee or selected Committee members will participate in the recommending and/or selecting of the *Collegian* advisor.

Membership

1. The Committee will be composed of the following ten voting members:
 - a. Student: Day *Collegian* Editor, ex-officio.
 - b. Student: Evening *Collegian* Editor, ex-officio.
 - c. Student: WEXP Station Manager, ex-oficio.
 - d. Students: Two at-large student members, neither of whom should be a member of any publication/station whose editors/manager sit ex-oficio on this committee. One student is to be appointed by the Students' Government Association and one student is to be selected by the Evening Student Congress. If there is no Evening Student Publication or if the Evening Student Congress does not nominate a student to the Students' Government Association, the seat reverts to the Day School for the academic year.
 - e. Faculty Members: Three (3) to be appointed by the Faculty Senate, for a three (3) year term.
 - f. Administrators: One (1) to be appointed by the Vice President for Student Affairs for a three (3) year term.
 - g. *Collegian* Advisor: One (1) to be appointed by the Vice President for Student Affairs upon the recommendation of the Director of Student Life from the La Salle University faculty or administration for a two (2) year, renewable term, ex-officio.
2. Officers:
 - a. Chairperson: To be elected annually by the members of the Committee from its membership. His/her duties will be to preside over meetings and to act for the Committee in matters which it delegates.
 - b. Vice-Chairperson: To preside in those instances when the Chairperson is not present.
 - c. Secretary: Administrative appointee, ex-officio.

Meetings

- | | |
|----------------------|---|
| 1. Regular Meetings: | The Committee will meet monthly during the academic year. |
| 2. Special Meetings: | The Chairperson may call a meeting whenever circumstances warrant doing so. |

Quorum

A quorum will consist of six members of the Committee.

Amendment

The By-Laws may be amended by a majority of the Committee (i.e. at least six) provided the amendment was listed on the agenda.

(Approved by Student Affairs Committee, April 2, 1984)

1. Since (at least some) student newspaper editors-in-chief are members of the Student Press Committee, any formal action by the Committee will hopefully be precluded through open exchange by all members of the Committee on controversial matters.
2. If informal consensus cannot be attained, or if student editors should evidence bad faith through refusal either to appear before the full Committee or to discuss their rationales for certain editorial decisions, the Committee can officially censure, through majority vote of the full Committee (i.e. at least five votes) a student editor-in-chief (a student editor who is a member of the Committee would not vote should he/she be the accused in the case.)
3. Suspension or removal of an editor as editor may be imposed only after the student has been informed in writing of the charges against him/her, and after he/she has been provided a fair opportunity to refute such charges. The student editor would be entitled to an advisor, could call witnesses, conduct cross-examination, and so forth. The Committee's decision may be appealed directly to the Vice President for Student Affairs.

Appendix A

"FROM THE JOINT STATEMENT ON RIGHTS AND FREEDOMS OF STUDENTS" (BY AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS, NATIONAL STUDENT ASSOCIATION, ASSOCIATION OF AMERICAN COLLEGES, NATIONAL ASSOCIATION OF STUDENT PERSONNEL ADMINISTRATORS, AND NATIONAL ASSOCIATION OF WOMEN DEANS AND COUNSELORS)

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible

discussion and of intellectual exploration of the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible, the institution as publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in the academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary.

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content.
3. All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College, university or student body.

Appendix B

GUIDELINES FOR CENSURE, SUSPENSION, OR REMOVAL OF STUDENT EDITORS-IN-CHIEF

The Student Press Committee subscribes to the principles articulated in the "student publication" portion of the AAUP "Joint Statement on Rights and Freedoms of Students," portions of which appear as APPENDIX A above. The Committee particularly agrees that student publications . . . are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus, that "they are means of bringing student

concerns to the attention of the faculty and institutional authorities," and that "they are vehicles for the formulation of student opinion on various issues on the campus and in the world at large." The Committee emphasizes, therefore, that "the student press should be free of censorship and advance approval of copy, and its editors . . . should be free to develop their own editorial policies and news coverage."

The Committee also agrees that "the editorial freedom of student editors . . . entails corollary responsibilities to be governed by the canons of responsible journalism." Accordingly, the Committee is bound not to allow student publications to be used by those who perpetuate libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

The Student Press Committee encourages free inquiry and free expression for student editors, and views the invoking of censure, suspension, or removal of a student editor-in-chief as extraordinary. If such punitive action must be taken, the Committee feels equally bound to guarantee procedural fairness to any student editor, and therefore establishes the following guidelines for due process.

Appendix C

CODE OF ETHICS OR CANONS OF JOURNALISM

AMERICAN SOCIETY OF NEWSPAPER EDITORS

The primary function of newspapers is to communicate to the human race what its members do, feel and think. Journalism, therefore, demands of its practitioners the widest range of intelligence, or knowledge, and of experience, as well as natural and trained powers of observation and reasoning. To its opportunities as a chronicle are indissolubly linked its obligations as teacher and interpreter.

To the end of finding some means of codifying sound practice and just aspirations of American Journalism, these canons are set forth:

1. RESPONSIBILITY

The right of a newspaper to attract and hold readers is restricted by nothing but considerations to public welfare. The use of a newspaper makes of the share of public attention it gains serves to determine its sense of responsibility, which it shares with every member of its staff. A journalist who uses his power for any selfish or otherwise unworthy purpose is faithless to a high trust.

2. FREEDOM OF THE PRESS

Freedom of the press is to be guarded as a vital right of mankind. It is the unquestionable right to discuss whatever is not explicitly forbidden by law, including the wisdom of any restrictive statute.

3. INDEPENDENCE

Freedom from all obligations except that of fidelity to the public interest is vital.

- (a) Promotion of any private interest contrary to the general welfare, for whatever reason, is not compatible with honest journalism. So-called news communications from private sources should not be published without public notice of their source or else substantiation of their claims to value as news, both in form and substance.
- (b) Partisanship, in editorial comment which knowingly departs from the truth, does violence to the best spirit of American journalism; in the news columns it is subversive of a fundamental of the profession.

4. SINCERITY, TRUTHFULNESS, ACCURACY

Good faith with the reader is the foundation of all journalism worthy of the name.

- (a) By every consideration of good faith a newspaper is constrained to be truthful. It is not to be excused for lack of thoroughness or accuracy within the control or failure to obtain command of these essential qualities.
- (b) Headlines should be fully warranted by the contents of the articles which they surmount.

5. FAIR PLAY

A newspaper should not publish unofficial charges attacking reputation or moral character without opportunity given to the accused to be heard; right practice demands the giving of such opportunity in all cases of serious accusation outside judicial proceedings.

- (a) A newspaper should not invade private rights or feelings without sure warrant of public right as distinguished from public curiosity.
- (b) It is the privilege, as it is the duty, of a newspaper to make and complete corrections of its own serious mistakes of fact or opinion, whatever their origin.

6. DECENCY

A newspaper cannot escape conviction of insincerity if while professing high moral purpose it supplies incentives to base conduct, such as are to be found in details of crime and vice, publication of which is not demonstrably for the general good. Lacking authority to enforce its canons the journalism here represented can but express the hope that deliberate pandering to vicious instincts will encounter effective public disapproval or yield to the influence of a preponderant professional condemnation.

(Amended and Approved by Student Affairs Committee, December, 1973)

